

# Behavior Policy

Library staff will apply the same standards of conduct to all people using the library.

## Guidelines for Library Use:

- **Ask for help when needed or if you are not finding the resources you need.**
- **Be considerate of others.**
- **Respect the facility, equipment, and materials.**
- **Be responsible for your children.**
- **Be responsible for your personal belongings; do not leave them unattended.**
- **Follow reasonable staff direction.**

## No person shall:

- **Commit or attempt to commit any activity that constitutes a violation of federal, state, or local criminal statute or ordinance** including but not limited to
  - vandalism of library materials or facilities
  - removal of library materials from the library without checking them out
  - smoking, use of other forms of tobacco, or e-cigarettes
  - assault (verbal, physical, or sexual)
  - use of illegal drugs or alcohol
- **Engage in disruptive, disorderly, or unsafe conduct** including but not limited to
  - entering into restricted areas (staff rooms, restrooms that are currently in use, climbing onto the roof, etc.)
  - Consuming food or drink that leaves residue, crumbs, odor, or garbage
  - running or chasing, screaming, yelling, or shouting
  - pushing, hitting, fighting, or biting
  - failing to wear shirt and footwear
- **Threaten, harass, harm, or violate the rights of library patrons and/or staff** including but not limited to
  - threatening or abusive language or actions
  - sexual advances
  - bullying or bothering other people
  - foul or rude language
  - taking photographs or video of a member of the public, staff, volunteer, or programming partner or their private or confidential information without their consent (anyone wishing to film a production must first seek Library Director approval)
- **Interfere with others' use of the library** including but not limited to
  - littering, graffiti, vandalism, or destruction of library property
  - unnecessary, constant, or loud cell phone / internet voice call use
  - constant, loud talking in designated quiet area upstairs

- Interfering with patrons' use of the library through poor bodily hygiene which is so offensive as to constitute a nuisance.
- solicit, panhandle, gamble, sell, advertise, or petition for contributions or support

**Disruptive behavior policy enforcement:**

- Library staff shall enforce these rules. Every effort will be made to respond to potentially difficult patron behavior in a timely, respectful, direct, and open manner that is consistent and fair.
- For violations of these rules that cause or are likely to cause immediate harm to others, the person violating the rules may be asked to leave or be removed.
- Library privileges of repeat offenders will be suspended.
- Law enforcement will be called if any illegal behavior occurs, or if staff feels threatened in any way.
- Library staff cannot legally assume the role of parent or caregiver. See the library's Child Safety Policy for more information.

*Adopted December 1991, Revised July 2011; Revised November 2013; Revised September 2015; Revised April 2023; Revised October 2023*

*The Two Harbors Public Library Board reviews all policies within a one-year cycle or as deemed necessary.*